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DATE: July 29, 2019

SUBJECT: REQUEST FOR PROPOSALS FOR ENVIRONMENTAL SITE ASSESSMENT AND RESTORATION SERVICES

Pursuant to the Environmental Site Assessment and Restoration Services Request for Proposals (RFP), all proposers were to submit any questions regarding this RFP no later than Monday, July 22, 2019. Questions were to be answered in writing and all questions and responses were to be posted on the Department's website. Below is a list of questions received from proposers and the Department's response:

1. Q: RFP 3.3 (Page 15) indicates that the minimum font for the proposal is 11 point. Will the Harbor Department consider allowing the use of a smaller font such as 8 point for use in graphics (such as the organization chart and management systems diagrams) and tables?

A: As long as the graphics are legible, an 8 point font is acceptable.

2. Q: Will the Harbor Department allow the use of 11"x17" paper for use in presenting the project organization chart? This is particularly critical if the font requirement of 11 point minimum is maintained for graphics.

A: Yes.

3. Q: If 11"x17" paper is permitted, will it be considered as a single page for page limitation purposes?

A: 11x17 paper is permitted as needed and will count as a single page if included in the body of the proposal.

4. Q: RFP 3.1 (Page 13) requires submission of a digital copy of the proposal on USB. Section 4. (Page 16) requires submission of a site characterization workplan "on a USB". Are these the same USB, or is a separate USB required for the workplan?

A: The Site Characterization Workplan may be saved onto the same USB as the proposal, if desired.

5. Q: RFP 3.4 Item 1. (Page 15) calls for inclusion of a Cover Transmittal Letter. Is this letter included or excluded from the page limit specified in RFP 3.3?

A: Excluded.

6. Q: RFP 3.4 Item 6. (Page 17) requests cost information as well as a discussion of budget control measures. The final sentence indicates that rates and fees should be included in an appendix. Would the Harbor Department please verify that all items in Item 6. Are to be provided in an appendix and are therefore excluded from the page limitation?

A: Text regarding cost and cost control measures should be included in the body of the Proposal and as such will be included in the page limitation. Actual cost schedules and rates/fee sheets should be included in as appendix and will not be counted toward the page limitation.

7. Q: Could the Harbor Department please clarify the requirements for the submission of insurance documents? RFP 4.4 (Page 21) indicates under "REQUIRED AT PROPOSAL STAGE" that "Proposers are not required to purchase the required insurance in order to respond..." However, Item 2. on the same page requires broker registration and submission of proof of insurance. Is this registration on KwikComply actually needed at the proposal stage, or after award?

A: The registration and submittal of insurance on KwikComply is required after an award is made.

8. Q: Would you be so kind to share who the incumbent is?

A: The incumbents are Pacific Edge Engineering, Parsons, The Source Group, Leighton Consulting, Anchor QEA, Eco & Associates, and Tetra Tech.

9. Q: Are rate sheets required for the subconsultants on the team, or just prime?

A: Rate sheets for the prime and any proposed subconsultants and subcontractors must be included.

10. Q: Do the cover, back and tabs count toward the 30-page maximum?

A: No.

11. Q: The criteria question includes: "Are proposed budget management, fees and staff hours proposed and clearly defined?" Since there is not a defined scope of work outlined in the RFP (but rather as-needed services encompassing 12 broad service categories), is the Harbor Department simply looking for a Fee Schedule and subcontractor rates/markups in this section to make its evaluation or is the Harbor Department looking for something more like a scope of work that would require management fees, staff hours, etc.?

A: This is an as-needed contract with no distinct project work scopes, therefore an estimated number of proposed hours is not required. Please include fee schedules and subcontractor rate sheets as described in Section 3.3 and Page 17, Item 6.

12. Q: If it is looking for something beyond a Fee Schedule and subcontractor rates/markups, what specifically is it looking for?

A: Please see response to question 11.

13. Q: If it is looking for something more (such as a particular scope of work), what might that scope of work be?

A: Please see response to question 11.

14. Q: In the past, the Los Angeles Harbor Department has held a pre-proposal meeting as part of the RFP process for the Environmental Site Assessment and Restoration Services RFP. These pre-proposal meetings are invaluable in learning more about the specific contract requirements, technical requirements and expectations, proposal administrative requirements, and identifying potential SBE and VSBE teaming partners. We request that the Los Angeles Harbor Department add a pre-proposal meeting to the RFP schedule.

A: A pre-proposal meeting will not be offered during this contract period.

15. Q: In the past, the Los Angeles Harbor Department has provided up to 36 days from bid release to proposal due date for this RFP. The current Environmental Site Assessment and Restoration Services RFP schedule consists of a total of 24 days. We request that the Los Angeles Harbor Department extend the proposal due date in order for bidders to provide the Los Angeles Harbor Department with the most competitive and technically competent proposal responses.

A: The proposal due date will be extended to August 12, 2019.

16. Q: The current due date is Monday, August 5, 2019. The response to questions from the Los Angeles Harbor Department will be posted sometime on July 29, 2019. We request additional time in order to revise and or adjust our commercial and technical proposals following receipt of answers from the Los Angeles Harbor Department to the questions related to the RFP.

A: Please see response to question 15.

17. Q: Do resumes need to be submitted for all subconsultants? Or, can we only submit key personnel resumes?

A: Resumes should be submitted for proposed key personnel to work on Harbor Department Projects.

18. Q: How many contracts will the Los Angeles Harbor Department award under this contract?

A: Between six (6) to eight (8) contracts get awarded.

19. Q: What companies currently hold the contract? Who are the incumbent firms?

A: Please see the response to question 8.

20. Q: Exhibit I declares that the prime and subcontractors must be registered with the CA DIR before submitting the proposal and the last page provides the space/format for the information. However, the Exhibit I form is not identified as part of the proposal response. Please confirm Exhibit I will be part of the contract and is not required in the proposal.

A: Firms are not required to submit Exhibit I with their proposal.

21. Q: Regarding Exhibit I and the requirement for DIR registration. Is this only for those subcontractors subject to the prevailing wage? For example, laboratories not conducting on-site work (laboratory testing only) may not have a DIR registration. Please advise.

A: DIR Registration forms are only required for subcontractors that are subject to the prevailing wage.

22. Q: In the RFP page 35, second to the last paragraph under (2) Local Business Preference Program in Exhibit B, it states that “Consultant shall complete, sign, notarize (where applicable) and submit the attached Affidavit and Consultant Description Form. “However, an area or provision for notarization is not provided on either form. Please advise.

A: Your LBE status should be listed on the Los Angeles Business Assistance Virtual Network (LABAVN) profile. Your firm is not required to have the Affidavit notarized. However, your firm is required to complete, sign, and submit the Affidavit and Consultant Description Form.

23. Q: May we have permission to use the Harbor Department logo in our proposal (example, cover and organization chart)? If so, is there a native file you would provide for use?

A: Yes, however no files will be provided.

24. Q: Are organization materials encouraged (example, covers, tab separators) and if so, do they apply towards the page count?

A: Organization is encouraged and covers, tab separators, etc. will not count toward the final page count.

25. Q: In an 11x17 page size is required in the response, how is that counted in the page count?

A: 11x17 pages may be utilized as needed, and they will count as 1 page each in the total page count if included in the body of the Proposal.

26. Q: Can the Harbor Department provide information about historical spend by supplier for the past two years, and what the planned spending is for the duration of this contract?

A: This is an as-needed contract and historical spends per supplier has varied based on project directives and project-awards. The last contract was for a duration of 3 years for \$21 million, split between seven (7) consulting firms.

27. Q: Under Criteria to be Rated for Item E – Rates, Fees, and Budget Control of Attachment F – RFP Selection Evaluation Form (page 48 of the RFP document), one of the listed evaluation criteria for Item E is as follows: Are proposed budget management, fees, and staff hours proposed and clearly defined? Per our review of the RFP, there is not a component which would require the submittal of a defined budget for a scope of work that would include staff hours. Please confirm that the evaluation component for

Criteria to Be Evaluated under Rates, Fees, and Budget Control for this RFP will be limited to the submittal of a fee schedule only.

A: Please see response to question 11.

28. Q: Do form submittal requirements apply to all sub-consultants and subcontractors (drillers, labs, etc.)?

A: Consultant Description Forms must be provided for each sub-consultant and subcontractor (drillers, labs, etc.) as stated in Section 3.5. See responses to questions 9 and 21 for rate sheet requirements and DIR Registration forms.

29. Q: Can the insurance limits be met with an umbrella or excess liability policy in conjunction with primary coverage limits?

A: Yes.

30. Q: On page 21, "A letter from each proposer's broker must be provided with their proposal." Does that mean a letter from the prime firm only? Or, does it include all subs?

A: A letter from the prime brokerage company is sufficient.

31. Q: We have previously provided services to the Los Angeles Harbor Department Environmental Management Division (EMD) under this contract. Is it permissible to use the EMD project manager that we worked with as a reference per Section 3.4, Item No. 2?

A: Yes, your firm may use the Environmental Management Division project manager that you worked with as a reference.

32. Q: Regarding Section 3.4, Item No. 3, can you clarify the meaning of the statement, "Indicate the on-site availability for project manager as well as other staff during the lifetime of the project"? Is the Los Angeles Harbor Department asking about the proposed project manager and other staff's availability to work from the Harbor Department's offices? Or, is the Harbor Department asking how much availability does the proposed project manager and other staff have to work on the Harbor Department's projects?

A: How much availability does the proposed project manager and other staff have to work on the Harbor Department's projects; what percentage of time can be committed to Harbor Department Projects.

33. Q: Are subcontractors required to complete CEC Form 50?

A: No, only the Prime.

34. Q: Are subcontractors required to complete CEC Form 55?

A: No, only the Prime.

35. Q: Are subcontractors required to complete and sign the Iran contracting Act of 2010 Affidavit?

A: No, only the Prime.

36. Q: Can the proposal due date be extended to August 12, 2019? Some of our subcontractors need to register with LABAVN and others need additional time to provide all information and complete the forms.

A: Please see the response to question 15.

37. Q: Are subcontractors required to complete CEC Form 50?

A: Please see response to question 33.

38. Q: In the RFP, are subcontractors and subconsultants interchangeable? For example, are both subconsultants and subcontractors to provide a list of previous Harbor Department employees that are part of their team?

A: Identify any members of your proposed team, including proposer's firm and any subconsultant firms, who are former Commissioners, officers or employees of the Harbor Department. Provide their name, proposed team position, and their past position and years of employment/appointment with the Department. If your proposed team does not have any such members, please include a statement in your proposal so stating.

39. Q: Will the Department identify which projects are subject to prevailing wages?

A: If prevailing wage work is expected, it will be discussed with the selected consultant prior to requesting a proposal and issuance of a project directive.

40. Q: Can the Department provide a copy of the Contractor Daily Field Report that is to be submitted on prevailing wage projects and identify Subsection 71 that is mentioned in Exhibit I?

A: A Contractor Daily Field Report will be provided after contract award is issued and a prevailing wage project is assigned. Subsection 71 in Exhibit I was referenced in error.

41. Q: If there is no inspector onsite during the project, are we still to complete the Daily Field Report?

A: If there are days where no inspectors are present, other daily records of work being performed, manpower & equipment utilized as well as contractors present should be maintained as part of best practices and safety. Bureau of Contract Administration (BCA) may request such records, if needed, to verify worker hours and classifications with the certified payroll submitted.

42. Q: We understand that we are required to upload certified payroll to the CA DIR website, but please provide clarification if we are required to submit payroll to the DIR website and the LA Department of Public Works Bureau of Contract Administration's Online Certified Payroll System (OCPS)?

A: Certified payroll is required by law to be submitted on all City of Los Angeles public work projects to Bureau of Contract Administration, Office of Contract Compliance (OCC), through the Online Certified Payroll System (OCPS). Here is the authority granted by the State DIR that directs contractors awarded a City of LA public work, to submit payroll to OCC, a *Legacy Compliance Program*, and not the State DIR: <https://www.dir.ca.gov/lcp.asp>

43. Q: If we are to upload to OCPS, will OCPS or the Department provide training?

A: BCA offers free OCPS training that is provided on a monthly basis. Additionally, free training is available for contractors who are new to public work projects and the State labor laws that govern these projects. Also, web based support for OCPS users are available Monday through Friday. Lastly, an analyst will be assigned to each prevailing project and will be available to advise contractors and departmental staff.

44. Q: In addition, can the Department provide the Statement of Compliance language that is required for submittal of OCPS?

A: The Statement of Compliance is submitted by each contractor through OCPS. Here is a link to a Statement of Compliance: <https://bca.lacity.org/labor-compliance-printable-forms>

45. Q: Can the certified weekly payroll be uploaded on a monthly basis to OCPS instead of weekly?

A: The certified payroll and payment to workers is to be done weekly. In the event that the payroll falls behind by several weeks, the contractor will be contacted and advised to bring their payroll up to date and into compliance.

46. Q: Can you explain how the Harbor Department will award specific project directives to consultants once the contracts are in place?

A: Project award will be selected based on expertise and availability.

47. Q: Do you have a limit on the number of contracts to be awarded?

A: No. Please see response to question 18.

48. Q: Can the Los Angeles Harbor Department please clarify which consulting labor categories for craft, classification or type of workers are affected by the prevailing wages requirements?

A: For projects run by the Environmental Management division, prevailing wage requirements would apply to field labor (not laboratories, risk assessors, etc.).

49. Q: Does the Los Angeles Harbor Department anticipate all projects to be Public Works projects subject to prevailing wage? If the Los Angeles Harbor Department anticipates that some projects will not be subject to prevailing wage, should proposals include prevailing wage rates as well as non-prevailing wage rates?

A: Please provide rates for prevailing wage and non-prevailing wage.

50. Q: Who are the incumbents?

A: Please see response to question 8.

51. Q: How many firms is the Harbor Department looking to engage?

A: Please see response to question 18.

52. Q: Can the current firms' prior winning proposals be provided by email and/or reviewed in person?

A: Yes. If desired, please email seldridge@portla.org, and the current firms' prior winning proposals will be provided.

53. Q: To the extent there will be a formal agreement to be signed by the City and the successful firm(s) with terms and conditions above and beyond what is presented in Section 4 of the RFP, can we be provided the full terms and conditions of the agreement?

A: The Harbor Department will provide the full terms of agreement after the contract has been awarded.

54. Q: Can you please provide the Harbor Department's Site Characterization Guidelines (as reference in Page 8, second paragraph) of the RFP?

A: The Harbor Department's Site Characterization Guidelines document is outdated and was referenced in error. Please submit a sample workplan in accordance with industry standards.

55. Q: Page 14/57 says that each proposer is required to provide a toxicologist to perform Risk Assessment (Health Based or Ecological). Would it be okay if we used a sub-consultant to meet this requirement?

A: Yes.